
Class Lesson Plan

Computer
Grade 6

Monday, Dec 05

Topic / Unit: Word

Objectives

Students will complete activities in Microsoft Word to learn word processing skills.

Resources

Microsoft Word

Procedures

1. Lesson 1

Act. 1.1 - WS1-FCTTravelPkg - Pgs. 6-9

Act. 1-2-1.9 - WS1-FCTVacSpecials - Pgs. 10-25

Act. 1.10 - WS1-MPLtrtoFCT - Pg. 26-27

Review 1 - FCTHawaiianSpecials - Pg. 31-32

Review 2 - WS1-R2-WEIncentiveAgt - Pg. 32

Review 3 - WS1-R3-WEAgtFax - Pg. 32

Lesson 2

Act. 2.1-2.5 - WS2-FCTOslo - Pgs. 42-51

Notes

Standards:

II.1 Demonstrate understanding of technological terms

II.5.a-I All

II.6 Use file management skills